

CONTRACT INSTRUCTOR CRITERIA
Integrated Emergency Management Courses (IEMCs)
Community Services Instructor

IEMC Course Overview

The Integrated Emergency Management Course (IEMC) is offered by the Emergency Management Institute (EMI) of the Federal Emergency Management Agency (FEMA). The course places public officials and emergency personnel in realistic crisis situations within a structured learning environment. Early in the courses, an emergency scenario begins to unfold in sequence with classroom-style lectures, discussions, and small-group workshops. As the courses progress, scenario-related events of increasing complexity, threat, and pressure occur. Participants develop emergency policies, plans, and procedures to ensure an effective response. The course culminates in an emergency exercise designed to test participants' knowledge, awareness, flexibility, leadership, decision-making, and interpersonal skills under extreme pressure in an Emergency Operations Center (EOC) environment. Participants are challenged to use new ideas, skills, and abilities in addition to their own knowledge and experience. In this way, IEMCs allow individuals to rehearse their real-life roles in a realistic emergency situation, while at the same time identifying additional planning needs.

General IEMC Contract Instructor Requirements

Contract instructors for an IEMC program are expected to deliver course background presentations (lectures), participate in instructional panel sessions, facilitate groups meeting/planning sessions, and serve as exercise controllers simulating the actual field response or higher level government role during program functional exercises. General IEMC contract instructor requirements shall include the successful completion of the following courses:

- One IEMC resident program
- IS-700 (An Introduction to NIMS); IS-800B (An Introduction to the National Response Framework; ICS-100 (Introduction to ICS); ICS-200 (ICS for Single Resources and Initial Action Incident); IS-120B (An Introduction to Exercises)

Selection of IEMC Contract Instructors

Applicants must meet the established criteria to be considered. Those not meeting the basic criteria outlined in the requirements section of this document will not qualify for consideration. Application packages from individuals meeting the basic criteria will be reviewed based on the following documented knowledge and experience in the IEMC discipline applied for:

- Applicants must submit a resume with job history indicating level and extent of responsibility and authority.
- Applicants must provide two written letters of reference: one job-related reference and one from an organization for whom the applicant has provided instruction.
- Applicants must provide a brief narrative (no more than two pages) addressing knowledge, skills, and abilities that demonstrate subject matter experience (as described below).
- Applicants must provide evaluations (source documents) from three previous instructional deliveries.

Selection Process

Complete application packages will be reviewed and evaluated on a quarterly basis by the IEM Branch Contract Instructor Review Committee. The committee will include a minimum of three IEMC Training Specialists (with at least one Course Manager and one Chief Exercise Controller) participating in the process. Final approval of a new contract instructor will be made by the IEM Branch Chief. Applicants who are determined to be qualified will be added to the Qualified Bidder's during the next quarter of the year for the specific IEMC discipline identified in the application.

Contract Instructor Performance Requirement

Contract Instructors whose Statements of Work (SOWs) include a classroom presentation must maintain a cumulative average rating of 3.0 (Scale of 1 to 5) on student evaluations in the “Quality of Instruction” categories for the module taught. In addition, Contract Instructors acting in classroom and exercise support roles will be evaluated by the Course Manager and Chief Exercise Controller in the following areas:

- Knowledge of subject.
- Attainment of student participation.
- Fostering of collaborative, team-based learning.
- Presentation of engaging lectures.
- Provision of relevant responses to student questions.
- Supplementation of course materials with examples of current issues, trends, and/or case studies from contractor’s experience/expertise.
- Facilitation and role simulation during exercises in a manner that enhances development of student’s skills.
- Adherence to assigned unit objectives, the Instructor Guide, and agenda timelines.
- Timely submission of materials for review prior to conduct of course (as applicable) and specified in the Scope of Work.
- Adherence to [NETC Instruction 1100.1](#), “Conduct on the NETC Campus” and [U.S. Fire Administration Human Dignity Statement](#).

Contract Instructors who fall below minimum standards will be evaluated by the IEM Branch Contract Instructor Review Committee to determine future eligibility. Sustainable allegations of violations of FEMA, NETC, EMI, or Course Manager standards of conduct is a basis for removal from the Qualified Bidder’s List.

Demonstrated effectiveness instructing at the fully professional level in an active training environment

For a course in which you are a primary instructor:

- *Preferred:* Applicants must demonstrate successful completion of a recognized educational methodology course and have experience determining or managing training needs for an organization.
- *Minimum:* Applicants must demonstrate successful instructional delivery to adult learners for local, regional, State, Federal, private sector and/or nongovernmental emergency management/homeland security training programs, or at colleges/universities. Applicant must demonstrate excellent communication and interpersonal skills. Applicants must demonstrate proficiency in the facilitation of small work groups.

Education

Applicants should possess a bachelor-level degree from an accredited academic institution of higher education.

- *Preferred:* Bachelor’s degree in a related field.
- *Minimum:* Consideration will be given to those applicants who do not meet the academic requirement, but who have broad progressive administrative and leadership experience related to the subject.

Demonstrated Subject Experience

- *Preferred:* Ten (10) years of progressive experience in a disaster community service related field to include mass care, sheltering, emergency assistance, disaster housing and human services with a service end date no earlier than 2005. Extensive experience and success as an instructor, developing curriculum and managing community service related training programs and instructor teams. Understanding of current ESF6 (Mass Care, Emergency Assistance, Housing and Human Services and NRF Support Annex titled Volunteers and Donations Management roles and responsibilities.

- *Minimum:* Five (5) years of experience in a disaster community service related field (within the last 10 years). Knowledge of laws, rules, regulations, and procedures relating to disaster community service operations. Knowledge of the incident command system (ICS), Unified Command, and their interface with community Emergency Operations Centers (EOCs). Experience in the role of the disaster community service during emergencies and disasters such as floods, hurricanes, tornadoes, and earthquakes.

Criteria for Contract Exercise Controller Selection

- Demonstrates an understanding of designing, developing, conducting, and evaluating emergency management/homeland security exercises as well as the role of “simulation” in a functional exercise.
- Demonstrates knowledge of the functions of a multi-disciplinary exercise control team representing a specific discipline/function (e.g., law enforcement, EMS, Fire, Public Works, Emergency Management, Federal and State Government, Community Services providing mass care, sheltering including Volunteer Organizations Active in Disasters [VOAD]).
- Demonstrates knowledge of the functions performed by the discipline he/she represents in responding to various hazards (e.g., earthquake, hurricane, flooding, hazardous materials, terrorism) and understands the need for coordination between those disciplines.
- Demonstrates the ability to work effectively in an exercise control team (simulation cell) environment with other exercise controllers (simulators) under the direction of the Chief Exercise Controller to carry out exercises as written and provides discipline-specific information to students to better understand the purpose, functions, and roles of that discipline in responding to various emergency situations.
- Demonstrates the ability to work effectively with students and other exercise controllers (simulators) to ensure that exercise goals and learning points are achieved.